



**City of
Santa Clara**
The Center of What's Possible



Technical Crew

Thank you for your interest in joining Technical Crew for the Roberta Jones Junior Theatre production of "Charlotte's Web." Please check the rehearsal and performance schedule (below) to see if you are available to participate. All rehearsals and performances are required for participation. To participate, please enroll in the Parks and Recreation Department course #17719: Junior Theatre Technical Crew-Charlotte's Web. You may enroll online at <https://apm.activecommunities.com/santaclara>, or with the attached registration and release of liability forms, which can be returned to the registration desk at the Community Recreation Center, 969 Kiely Blvd. in Santa Clara. You may also fax the forms to Kevin Cornelius at 408-261-9146, or scan and email them to kcornelius@santaclaraca.gov. Please register for Technical Crew before November 2, 2019.

All rehearsal and performances will be in the Mary Louise Mello Auditorium, at the Community Recreation Center, 969 Kiely Blvd. in Santa Clara.

Rehearsals

Friday, November 8, 3:45-6:45 p.m.

Saturday, November 9, 9:00am-5:00 p.m. (There will be a lunch break. Please bring lunch).

Monday, November 11, 3:45-7:00 p.m.

Tuesday, November 12, 3:45-7:00 p.m.

Wednesday, November 13, 3:45-7:00 p.m.

Thursday, November 14, 3:45-7:00 p.m.

Thursday, November 21, 3:45-7:00 p.m.

Performances

Friday, November 15, 5:00pm-end of performance (time TBA)

Saturday, November 16, 5:00pm-end of performance (time TBA)

Sunday, November 17, 12:00pm-end of performance (time TBA)

Friday, November 22, 5:00pm-end of performance (time TBA)

Saturday, November 23, 5:00pm-end of performance (time TBA)

Sunday, November 24, 12:00pm-end of performance (time TBA) Cast/Crew Party after show.

Kevin Cornelius
Recreation Supervisor/Junior Theatre Director
Community Recreation Center
969 Kiely Blvd.
Santa Clara, CA 95051
kcornelius@santaclaraca.gov
(408) 615-3161
www.RJJT.org

Charlotte's Web

Crew Member Rules and Responsibilities

Since its inception in 1969, Roberta Jones Jr. Theatre has maintained high standards of performance in producing high quality musicals, dramas, touring company programs, creative dramatics, and technical classes. You are joining a heritage of outstanding theatre for young people. By becoming a cast or crewmember of RJJT you are agreeing to adhere to the following standards as a requirement for continued participation. We welcome you to this wonderfully fun and educational environment.

A Special Note Regarding Responsibility

Please take your commitment to our production very seriously. The safety of all our cast and crew depends upon all crew members being present for all rehearsals and performances. Please do not join our crew if you cannot be at all of your scheduled rehearsals and performances. Once rehearsals have started, if you are given the opportunity to participate in something else that conflicts with our schedule, please remember that you have made a commitment to over 80 people to be here. We can't do our production without 100% commitment from everyone involved.

Participant Responsibilities

In order to treat all participants equally and to achieve the best production possible, RJJT stresses the importance of personal responsibility and total commitment. The staff expects the participants to follow all of the attendance and participation rules. If you cannot follow these rules there will be certain consequences for your actions. These consequences are listed at the end of this form.

1. All participants and staff members are entitled to proper respect from each other.
2. RJJT is a drug-free environment. Smoking or the use of drugs and alcohol will not be permitted anywhere on the Mission City CPA or CRC/Central Park grounds before, during or after RJJT rehearsals and performances.
3. Participants must show respect for all public and private property.
4. Please refrain from running, pushing, and engaging in horseplay in the Community Recreation Center. Fighting will not be tolerated at any time.
5. No profanity or inappropriate language/gestures are allowed.
6. Hands and feet are to be kept to yourself.
7. It is important during rehearsals to be quiet and attentive. Do not bring noisy toys such as a Gameboy, or a CD player, etc. Participants not directly involved in a rehearsal should bring books or something quiet to do.

Roberta Jones Junior Theatre
Participation Rules and Responsibilities

8. For safety reasons, there will be no gum chewing at any time.
9. You must remain in the auditorium or other rehearsal area during rehearsals. If you need to leave to use the restroom, you must sign out with a staff member in charge.
10. No food or drink (except bottled water) will be allowed in the auditorium, or backstage areas during rehearsals or performances. Appropriate eating areas will be provided when necessary.
11. Always bring a pencil and your script/technical notes to each rehearsal.
12. Bare feet or sandals are not permitted on stage at any time due to the possibilities of injury.
13. You may be required to wear all black clothing and shoes if you are working on backstage crew.
14. Please do not bring valuables, expensive electronic equipment or large amounts of cash to any rehearsal or performance. We are not responsible for lost, stolen or damaged personal belongings.

Attendance Responsibilities

It is imperative that you attend all rehearsals for which you are scheduled! If you miss a rehearsal without pre-approval, the staff will decide on a consequence depending on the severity of the disruption. So, clear your calendars so that you can be at ALL of your rehearsals. This also applies to medical or dental appointments and vacations. Should you be extremely ill and unable to attend rehearsal you must call (408) 615-3156 at least 30 minutes before rehearsal (please leave a message).

You must be on time and stay until the end of rehearsal. Please arrive between ten and fifteen minutes before the scheduled start time, and be ready to begin rehearsing at the scheduled start time. If there is an attendance problem we will communicate with the parent and then the staff will make the decision about your continued participation in the production. We will also call you if you fail to come to rehearsal when scheduled. This is to find out why there is an absence and to make sure that you are safe.

IF YOU FAIL TO ATTEND A PERFORMANCE OR A DRESS REHEARSAL YOU WILL NOT BE ALLOWED TO PARTICIPATE IN THE SHOW. The staff may make an exception to this general rule under very unusual circumstances.

Consequences

The consequences for talking, interrupting, or engaging in any disruptive behavior during a rehearsal will be as follows:

- **First Occurrence:** You will be issued a verbal warning
- **Second Occurrence:** You will sit in a separate assigned area for an amount of time to be determined by the staff.
- **Consequences for other infractions** will include, but not necessarily be limited to the following:
 1. You will sit in a separate assigned area for an amount of time to be determined by the staff.
 2. You may be assigned special work projects to be done as scheduled.
 3. Your parents will be called and made aware of the problem.
 4. You will be suspended from a rehearsal and removed from a portion of the show.
 5. You can be dropped from the program.

These rules have been put in place to ensure a fair, safe, and fun environment for everyone involved. Should any problem not specifically covered by these rules arise, it will be handled in a matter deemed appropriate by the entire staff. The RJJT has a long history of producing high quality shows and outstanding young adults. The primary goal of the RJJT has always been to develop in each member a sense of responsibility and respect for others. We sincerely hope that the lessons learned here will benefit each member in his/her future and serve as a reminder of how much fun it can be to work as a team toward a common goal.

REGISTRATION FORM

City of Santa Clara Parks & Recreation Department

For Mail-In Registration:

- ☐ Complete this registration form and sign liability release on the other side.
- ☐ Make payment for the full amount due:
Check or money order to "City of Santa Clara." Cash or credit card can be processed in person at the CRC, Teen Center, or Youth Activity Center prior to submitting mail-in packet.
- ☐ Provide proof of residency:
Pre-printed check, current utility bill, copy of valid driver's license, or current Santa Clara Unified school report card.
- ☐ Families may submit registrations in the same envelope if they wish to be processed together; send a separate registration form and proof of residency for each family.

Residential Status: (check one)

- ☐ Santa Clara City resident/property owner
- ☐ Santa Clara Unified School District
- ☐ Non-resident

Submit registration packets to:
Community Recreation Center
Registration
969 Kiely Blvd., Santa Clara, CA 95051
Registration questions (408) 615-3140

Parent/Adult Contact (Main Account Holder) Information:

New Account? Yes ____ No ____

Name _____
Last First Birth Date (month/day/year format) _____
Address _____ City _____ State _____ Zip _____

Cell No. (____) _____ Home No. (____) _____ Work No. (____) _____
o I would like to receive text updates (e.g. cancelled class, reminders, etc.) from the City of Santa Clara. Cellular provider: _____

Provide your email address (for Online Registration access or program updates) _____
o I would like to receive City of Santa Clara email updates with information about events and programs.

First Local Emergency Contact: _____
Last First
Cell No. (____) _____ Home No. (____) _____ Work No. (____) _____

Second Local Emergency Contact: _____
Last First
Cell No. (____) _____ Home No. (____) _____ Work No. (____) _____

Participants First & Last Name	Birth Date	Course/Activity Name	Course/Activity Numbers			Fee	
			1st Choice	2nd Choice	3rd Choice		
Example: Sally Jones	7/1/75	Oil/Acrylic Painting	11861	11862	11863	00	00
		Jr. Theatre Technical Crew- Charlotte's Web	17719			00	00

Please indicate any allergies, disabilities/special needs, or accommodations needed below. The instructor or staff may contact you for further information.

Participant's name: _____

Needs/instructions: _____

Participant's name: _____

Needs/instructions: _____

Subtotal 00 00

Deduct Current Credit Balance

Total Fees Due 00 00

Complete liability release on
other side of this page.

REGISTRATION FORM

RELEASE OF LIABILITY & ASSUMPTION OF RISK

In consideration of the acceptance by the City of the application for entry into the classes or activities listed on the Registration Form on the reverse side of this Agreement and entry to and use of any facilities or equipment as part of these classes or activities, I hereby waive, release and discharge any and all claims for damages for death, personal injury, or property damage which I may have, or which may hereafter accrue to me as a result of my participation in said classes or activities. This release Agreement is intended to discharge in advance the City of Santa Clara, its City Council, officers, agents, and employees, the Santa Clara Unified School District, its School Board, officers, agents and employees from and against any and all liability arising out of or connected with my participation in said classes or activities and entry to and use of any facilities or equipment, even though that liability may arise out of NEGLIGENCE or CARELESSNESS, on the part of the persons or entities mentioned above.

I HAVE READ THE DESCRIPTION IN THIS CATALOG OF EACH CLASS OR ACTIVITY FOR WHICH I HAVE REGISTERED, AND I AM AWARE THAT THESE CLASSES OR ACTIVITIES MAY SUBJECT ME TO PHYSICAL RISKS AND DANGERS. NEVERTHELESS, I VOLUNTARILY AGREE TO ASSUME ANY AND ALL RISKS OF INJURY OR DEATH, AND TO RELEASE, DISCHARGE, AND HOLD HARMLESS ALL OF THE ENTITIES OR PERSONS MENTIONED ABOVE WHO, THROUGH NEGLIGENCE OR CARELESSNESS, MIGHT OTHERWISE BE LIABLE TO ME, OR MY HEIRS, PERSONAL REPRESENTATIVES, RELATIVES, SPOUSE OR ASSIGNS.

It is understood and agreed that this waiver, release, and assumption of risk is to be binding on my HEIRS, PERSONAL REPRESENTATIVES, RELATIVES, SPOUSE and ASSIGNS and is intended to be as broad and inclusive as is permitted by the laws of the State of California and that if any portion of this Agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I have carefully READ this Agreement and fully understand its content. All participants registered in classes or activities, including minors 13-17 years of age, must sign this Agreement. Adults participating in Parent-Child Activities must sign below as adult participants in addition to the parent portion of this release Agreement.

Date: _____

ADULT PARTICIPANTS, INCLUDING THOSE PARTICIPATING IN PARENT-CHILD CLASSES, SIGN BELOW

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

PARTICIPANTS, AGE 13-17, SIGN BELOW

Signature: _____

Print

Name: _____

Signature: _____

Print

Name: _____

Signature: _____

Print Name: _____

To be completed by parent or guardian of minor participants

I have fully read this Agreement and fully understand its content. Furthermore, the significance of this release of liability and assumption of risk agreement has been EXPLAINED TO THE MINOR.

I certify that I have custody or am the legal guardian of said minor and that I and/or my minor child are physically able to participate in recreation . In the event I or said minor requires medical treatment while under the supervision of City staff and/or agents, I authorize said staff to provide and/or authorize medical treatment. I expect City staff to contact me immediately in the event emergency medical treatment is required for said minor, but this contact is not necessary to administer emergency aid. I will pay for all medical treatment which I or said minor may require. I hereby grant permission to City to include pictures and/ or video of me and/or said minor during department activities for brochures or other publicity. I understand I will not receive any compensation for use of such pictures or video.

Signature of parent or guardian: _____ Date: _____

Print _____ parent/guardian name: _____

_____ Address: _____

_____ ☐ ☐ Please indicate whether you

are signing as: Parent Guardian